

National Board for the Certification of Orthopaedic Technologists (NBCOT)

DANTES Test Centers' Authorization

The National Board for the Certification of Orthopaedic Technologists (NBCOT) authorizes military installations with DANTES test centers to administer the NBCOT Certification Examination for Orthopaedic Technologists.

Background

In 1982, the National Association of Orthopaedic Technologists (NAOT) formed NBCOT to credential individuals with demonstrable skills in orthopaedic technology.

NBCOT solely sponsors the certification program for Orthopaedic Technologists. There are five Orthopaedic Technologist Directors from the NAOT, one Public Director, and one Physician Director.

Certification by Examination

NBCOT endorses the concept of voluntary periodic certification by examination for orthopaedic technologists. The certification process is designed to promote excellence in the practice of orthopaedic technology and is appropriate for orthopaedic technologists as well as for members of other related health fields who perform orthopaedic technologist functions.

Purposes

Some purposes of NBCOT certification are to:

No.	Purposes of NBCOT Certification
1	Establish a standard of knowledge required for certification that will assist in the assessment of orthopaedic technologists for: <ul style="list-style-type: none">• Employers• Physicians• Members of the health professions, and• The public.
2	Measure the level of knowledge required for certifying orthopaedic technologists.
3	Encourage professional growth of orthopaedic technologists.
4	Provide formal recognition for those individuals who meet all the requirements of NBCOT.

Description

Description

Facts about the NBCOT certification examination are:

No.	Facts
1	It is composed of: <ul style="list-style-type: none">• 150 multiple-choice questions for a• Total testing time of 3 hours.
2	Examination questions cover content performance areas of: <ul style="list-style-type: none">• Assessment• Practice Management• Casting, Splinting, and Orthopaedic Appliances• Traction, and• Surgery
3	Individuals with expertise in orthopaedics develop the questions for the examination, and representatives of NBCOT review them for construction, accuracy, and appropriateness. NBCOT, with the advice and assistance of Columbia Assessment Services, Inc., prepares the examination.
4	The <i>Examination Application Brochure</i> provides a detailed content outline. Request a <i>Study Guide</i> from NBCOT for \$15.

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Registration Process

NBCOT Registration Process

To register for the NBCOT certification examination, follow the steps below:

Step	Action
1	<p>Using official stationery, either the applicant or the TCO orders an <i>Examination Application Brochure</i> and <i>Study Guide</i> from:</p> <p>National Board for Certification of Orthopaedic Technologists (NBCOT) P.O. Box 14148 Research Triangle Park, NC 27709-4148</p> <p>Telephone: (919) 572-6880 and ask for the NBCOT offices.</p>
2	<p>Have the applicant complete the application form included with the <i>Examination Application Brochure</i> after having carefully read ALL information in the brochure. Important reminders are:</p> <ul style="list-style-type: none">• Type or print ALL information requested except where signatures are required on the application form.• Obtain a physician's signature attesting to skills in applying upper and lower extremity casts.• Sign and date the application form.• Indicate military candidates' branch of Service in question 12 on the application form
3	<p>Mail completed applications, appropriate fees, and the letter from the TCO on official stationery in the envelope provided to:</p> <p>NBCOT Examination Columbia Assessment Services, Inc. (CAS) P.O. Box 14148 Research Triangle Park, NC 27709-4148</p> <p>Candidates should use complete names on the application, answer sheets, and any correspondence concerning the Certification Examination for Orthopaedic Technologists. Candidates should use the name on the application to be used on the certificate if one is awarded.</p>

Program Materials and Assistance

Materials

A *Study Guide* is prepared annually and is available for \$15 from:

**National Board for Certification of Orthopaedic Technologists (NBCOT)
P.O. Box 14148
Research Triangle Park, NC 27709-4148**

Telephone: (919) 572-6880 and ask for the NBCOT offices.

Candidates will find the *Study Guide* valuable in preparing for the examination. A detailed annotated outline of topics covered on the examination is included. The *Study Guide* also provides sample test questions and a list of readings for study purposes.

Assistance

Address any questions concerning

- Applicant's qualifications
- Fees
- Educational and/or experiential requirements, or
- Any matter related to the NBCOT

To:

**NBCOT
ATTN: Ms. Rhonda McKinnon
P.O. Box 14148
Research Triangle Park, NC 27709-4148**

Telephone: (919) 572-6880 and ask for the NBCOT offices.

Certification Criteria

Certification Criteria

To be eligible for the NBCOT examination, candidates must meet the following requirements by the examination date:

No.	Requirement
1	A. 2 years on-the-job, full-time experience in orthopaedics, OR =====
	B. Completion of an orthopaedic technologist school or program, plus 6 months full-time work equivalent experience in orthopaedics, OR =====
	C. Completion of a NAOT-recognized orthopaedic technologist school or program.
2	Be skilled in applied orthopaedic technology.
3	Complete and file <ul style="list-style-type: none">• An application form• Verification signature of physician, and• Payment of required fee for the Certification Examination for Orthopaedic Technologists.

Ordering

Ordering the NBCOT Examination

Use the application form provided by NBCOT. Send completed applications and fees with a letter on official stationery from the TCO to:

**NBCOT Examination
Columbia Assessment Services, Inc.
P.O. Box 14148
Research Triangle Park, NC 27709-4148**

The TCO must review all applications for completeness and accuracy.

Examination Fees

Fees

The following fees apply for each administration of the Certification Examination for Orthopaedic Technologist:

Application Type	Fee
NAOT Members	\$285
Nonmembers	\$360

**Make check or money order payable to NBCOT EXAMINATION.
DO NOT SEND CASH.**

Administration

Administration

The following chart provides TCOs important administrative information for the NBCOT certification examination:

No.	Administration Information
1	Administer the Certification Examination for Orthopaedic Technologists twice each year during the months of February and August . The exact examination dates and deadline dates for application receipt are published in the current <i>DANTES National Calendar of Certification Tests</i> .
2	On the day of the examination, candidates must report to the test center not later than 0830.
3	Seating of candidates and distribution of test materials starts promptly at 0900. If reporting after 0845, candidates may or may not be admitted.
4	<ul style="list-style-type: none">• The actual testing time of candidates is 3 hours.• All testing must be completed by noon.• Candidates will not be permitted to continue the examination beyond the allotted 3-hour time limit.

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Administration, Continued

Administration (Continued)

No.	Administration Information
5	The TCO must select any <u>ONE</u> date for administration of the examination that best meets the needs of all applicants at the installation. The examination period is: <ul style="list-style-type: none">• The Tuesday through Friday prior to the civilian center test date (on Saturday), or• The Monday immediately following the Saturday date.
6	Personnel taking an NBCOT examination at a DANTES test center will not be allowed to sit for the concurrent civilian administration of the identical examination.

Military Administration

ADMINISTER THE NBCOT CERTIFICATION EXAMINATION FOR ORTHOPAEDIC TECHNOLOGISTS TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS EXISTENT MILITARY REGULATIONS PROVIDE OTHERWISE (e.g., ARMY REGULATION 40-219, NAVMEDCOMINST 1500.6, AND AFR 169-4).

Civilian Administration

DANTES test centers may administer the NBCOT certification examination for Orthopaedic Technologists to the following civilians on an **UNFUNDED (EXAMINEE PAYS), SPACE-AVAILABLE BASIS** according to local command policy and Service regulations.

- CIVILIANS WHO ARE WORKING IN THE MILITARY SETTING.
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Scoring

Scoring	TCOs shall forward immediately completed examinations as prescribed in Part I of this <i>Handbook</i> to:
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**NBCOT Examination
Columbia Assessment Services, Inc.
Attn: Scoring Department (NBCOT)
P.O. Box 14148
Research Triangle Park, NC 27709-4148**

Candidate Notification	Candidates will receive scores and certification status approximately 4 weeks after the test administration.
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Certificate Receipt	Candidates who pass the Certification Examination for Orthopaedic Technologists will receive a certificate from NBCOT suitable for framing and display. Those who are certified may also use the designation "OTC" after their name.
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Refunds

Refunds	A candidate who registers but does not take the examination may receive a partial refund of \$30 if a refund request is received in writing within 30 days after the testing date. Send refund requests to:
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**NBCOT Examination
P.O. Box 14148
Research Triangle Park, NC 27709-4148**

Requests for refunds will not be honored after 30 days.

Retesting

Retesting	Candidates may retest on the NBCOT examination, as often as desired; however, they must submit a new application form each time. There is no limit to the number of retests.
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Problems

Problems	If applications, descriptive information, examinations, examination scores or certificates are not received in a timely manner, inquire directly to:
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NBCOT Examination P.O. Box 14148 Research Triangle Park, NC 27709-4148

Security

Test Loss or Compromise	If an NBCOT examination is lost or compromised, perform the following steps:
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DANTES	Phone: (850) 452-1360
Code 20F	DSN: 922-1360
6490 Saufley Field Road	Fax: (850) 452-1161
Pensacola, FL 32509-5243	

Web Pages and E-mail Address

**DANTES Web
Addresses**

Access the DANTES web pages at <http://www.dantes.doded.mil>.

**NBCOT Web
Address**

Access the NBCOT web page at www.naot.org.

**DANTES E-
Mail Address**

The DANTES Certification Program E-mail address is
certprog@voled.doded.mil.
